



State Officer Obligations, Commitments and Estimated Costs for 2016-2017

- A. Following are activities that are mandatory for the State Officers this year. Please review these commitments with all Officer Candidates. (Some dates may be subject to change)

When	What/Where	State Provides	Student Pays	Possible Conflicts
** June 13-16, 2016	Joint Student Leadership Mtg, Boise	Travel, Hotel, Some Meals, Registration	Meals (\$25 - reimbursed))	Sports Camps, Drill Team, Other Competitions, Summer Jobs
July 2-7, 2016	FCCLA NLC San Diego CA (include Pre-NLC Boise)	Register for SO training meetings at NLC	Most Costs (Approx. \$1,300)	Vacations, Foreign Exchange Programs, Industry Internships. Summer Jobs
** TBA	Executive Council, Boise	Travel, Hotel	Meals (\$25 - reimbursed))	(Same as above)
Sept/Oct 2016 Exact Dates TBA	UI Ag Days, FCCLA/FCS Sessions	Depends on level of participation		(Same as above)
** Fall 2016	District Fall Conferences	N/A	Determined by District	(Same as above)
January 2017 FCCLA President	Student Day at the Legislature, Boise	Travel, Legislative Luncheon		Sports, Senior Night
** Jan/Feb 2017	District STAR Events	N/A	Determined by District	(Same as above)
** April 6-10, 2017	State Leadership Conference, Boise	Room, Transportation One Way	Meals for 4 days (Reimbursed), Registration	Spring Sports, Debate/Speech Competition, Other PTSO State Conferences
** MANDATORY STATE OFFICER OBLIGATIONS: Being a State Officer is a privilege as you were voted into office by your peers. The Idaho Association expects you to fulfill your obligation to its members, attendance is mandatory for the above meetings (See SO Contract). Lack of SO contract fulfillment will result in removal from the State Officer team.				

- B. Some costs state officers will incur during their term of office (Idaho Bylaws pg. B-19) are:
- State Officer Uniform (**must** be purchased before the National Leadership Conference in July):
 - Official FCCLA Red Jacket/Blazer (approximately \$100 or purchase from a previous officer. Used jackets must fit well and be in good repair)
 - White-Collared cotton dress shirts (2) (No polo shirts)
 - Ladies: Professional black skirt (knee length), black shoes (1" heel max), black sheer hosiery
 - Men: black dress slacks, black shoes, black socks
 - Tie or ascot (approximately \$20.00 each new from fcclainc.org)
 - Any other pieces as determined by the Council
 - Officer messenger bags will be provided.
 - Meals: Officers will be expected to purchase their own meals at all meetings. Some will be reimbursed by the state; others, such as those with registration or exceed the daily meal allotment are at the officer's own expense. In order to assure healthy snacks during meeting sessions, officers are expected to participate in the "Snack Attack" fund. Officers pay for their own additional snacks.
 - National Leadership Conference San Diego:
 - Travel, housing, registration, tours and meals. Total cost estimated at \$1,500. Exact costs will be available in April. Registration for state officer training sessions will be reimbursed by Idaho FCCLA upon completion of leadership training sessions. Payment process for this activity will be announced after SLC.



Officer Candidate Application Packet

Instructions

State and National

The items listed below comprise the Application Packet for the State Officer Candidate (SOC) and the National Officer Candidate (NOC). **All forms are to be typed.** Each candidate must be an affiliated member for one year and enrolled in high school. The State Office must receive the completed Application Packet by March 16 to be considered for Officer Candidacy.

Item	Required for State Officer Candidate	Required for National Officer Candidate
Professional cover letter stating reasons for running for office	✓	✓
Administrator's letter of recommendation	✓	✓
Current official scholastic transcript that indicates cumulative grade point average on a 4.0 scale (SOC: 2.5 GPA required)	✓	
Current 3 x 5 or 4 x 6 good quality photograph – No digital photos	✓ 1 photo	✓ 2 photos
State (Pgs 5-7)– Officer Candidate Nomination (Typed)	✓	✓
State (Pgs 8-9)Form 8 – State Officer Code of Conduct and Contract (Will be used during term in office)	✓	✓
State (Pg 10) – SOC: Adviser's Nomination and Commitment (Typed)	✓	✓
A copy of the 2014-2015 Affiliation Membership Roster form verifying candidate's membership	✓	✓
A statement of interest and support from the candidate's parent or guardian (Must be specific to time and financial commitments)	✓	✓
National Form – NOC Application (must be typed)		✓
National Form – Recommendation Sheet		✓
National Form – Transcript Release Parental Agreement		✓
National Form – FCCLA Code of Conduct Agreement		✓
National Form – Code of Ethics 2016-2017		✓
Current official scholastic transcript that indicates cumulative grade point average on a 4.0 scale (NOC: 3.0 GPA required)		✓

FCCLA Proficiency Test: After the completed application packet is received and confirmed SLC registration, the SO/NO candidate will be required to complete an online FCCLA proficiency test. Testing window details will be shared with the SO/NO adviser. The test will measure the SO/No candidate's general knowledge of FCCLA (state and national).

Instructions for Interview: Each candidate's interview at the State Leadership Conference will include FCCLA knowledge, qualifications, and commitment. The interview committee, made up of board members, will determine if candidates continue through the election process. Candidates will be notified before the beginning of the Wednesday district meetings during state conference.

The application/proficiency test/interview process will account for 60% of the criteria to be elected. The student votes will count for 40%.



This information will acquaint you and your possible candidate with the qualification requirements and responsibilities of State and National Officer. If you have (or are) a qualified applicant, please follow the instructions on the previous page, making sure the complete Officer Candidate Application Packet reaches the State Office by March 16th.

Qualification Requirements and Responsibilities of a State and National Officer:

- A. Currently an active member in an affiliated chapter and has been an active member in good standing for at least one year.
- B. A minimum of one year of Family and Consumer Sciences course work.
- C. A scholastic rating above average, a minimum of 2.5 GPA for the previous three semesters.
- D. Have shown leadership ability in responsibilities above the chapter level.

This does not mean that candidates must have been a state officer in order to qualify as a national officer candidate. To fulfill this requirement, many candidates have qualified and have been elected to a national office by being officers at the district level; by being chairman or an active member of state or national committees; or by presiding and handling responsible jobs at any level beyond the local chapter.

- E. Current state officers wishing to run for office must have met the requirements of their current term to qualify to apply for officer candidate again.
- F. Have approval of local chapter, school administrators, adviser, parents, and the State Association.
- G. Must be in grade 9 or above when running for office.

Information:

The National Officer forms and other information will be sent on to the National Office following our State Leadership Conference. Parts of the application will be copied and distributed to voting delegates at the National Leadership Conference, **neatness is essential!** Type your information using only the space provided.

The national organization will elect 10 national officers who serve as the national executive council.

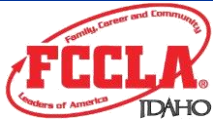
A candidate for National Office will declare intent to serve as a State Officer with specific responsibilities and must comply with the rules and regulations of all the State Officers. National Officer Candidates are not obligated to become a state officer; however, opportunities for leadership growth benefit both the member and state association. Candidates must declare intent before attending the National Leadership Conference.

Current state officers wishing to run for state or national office must have met the requirements of their current term to qualify for candidacy.

A candidate for state office should be familiar with the [officer installation ceremony](#) prior to State Leadership Conference.

SUBMIT ALL **STATE** and **NATIONAL** OFFICER CANDIDATE FORMS TO **STATE** OFFICE

MUST BE RECEIVED BY MARCH 16th



_____: (Lights red candle as other lights are dimmed.) "This candlelight represents the light of family and consumer sciences education as it radiates throughout the world. It is the light of our ideals, our purposes—for we know as FCCLA members, we have an opportunity to strengthen individual, family and community life."

_____: (Lights the first candle from the red candle.) "This candle symbolizes our first purpose -- to provide opportunities for personal development and preparation for adult life."

_____: (Lights alternating candle from the red candle, as do each of the following officers in turn.) "This candle symbolizes our second purpose -- to strengthen the functions of the family as a basic unit of society."

_____: "This candle symbolizes our third purpose -- to encourage democracy through cooperative action in the home and community."

_____: "This candle symbolizes our fourth purpose -- to encourage individual and group involvement in helping achieve global cooperation and harmony."

_____: "This candle symbolizes our fifth purpose -- to promote greater understanding between youth and adults."

_____: "This candle symbolizes our sixth purpose -- to provide opportunities for making decisions and for assuming responsibilities."

_____: "This candle symbolizes our seventh purpose -- to prepare for the multiple roles of men and women in today's society."

_____: This candle symbolizes our eighth purpose -- to promote family and consumer sciences and related occupations."

_____: "At this time we would like to focus our attention on leadership. Good leaders are special people; they view the situation, recognize the need and encourage the necessary action. They understand the importance of teamwork and cooperation and the fulfillment of responsibilities."

_____: Each year symbolizes one more step in the process of individual growth. The installation of newly elected officers is both a joyful and solemn occasion. We congratulate them and look forward to their new vision."

_____: "The following officers have been elected to serve our state for the coming year. Will each officer-elect please step forward as we call your office and name."

(As officers-elect are called, they step forward and accept their offices. Each officer will give an inspirational thought or goal for the upcoming year.)

_____: "As incoming officers, the highest honors of the organization are being bestowed on you. Our state has faith and confidence in your ability to lead the organization forward."

_____: "The pledge of your office signifies your willingness to do this. Please repeat after me."

All Repeat: "I will, to the best of my ability – faithfully perform all the duties – of the office to which I have been elected."

President: "You have heard the pledge your officers have made. It is important that you support them in the performance of their duties."

President: "_____, the office of president is one of great responsibility. You will want to be firm, impartial, considerate and a friend to all members. As Idaho's incoming FCCLA president, are you familiar with your duties?"

President-elect: "Yes I am."

President: As outgoing officers, we ask you to remember that real leadership strength comes through cooperative efforts. We are confident the organization will continue to grow under the leadership these new officers will provide."

President: (Hands gavel to president-elect) "By giving you this gavel, I now relinquish the presidency of the Idaho Association of Family, Career and Community Leaders of America."

New President: (May give a short speech or read appropriate prose or a poem.)

Closing Ceremony: (Gives a rap with the gavel as a signal to stand) "FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our creed."

REPEAT CREED

New President: This meeting of the Idaho Family, Career and Community Leaders of America is now adjourned. (Gives a rap with the gavel to signal adjournment)



Officer Candidate Nomination (State or National)

Application

Due **MARCH 16th**

Mail to: Idaho FCCLA, P.O. Box 83720, Boise, ID, 83720-0095

Name of Candidate _____ Current Grade Level _____ Age _____

Home Address _____ Cell Phone _____

Email Address _____

School _____ FCCLA District _____

School Address _____ Cumulative GPA _____

- I have been an active member of _____ Chapter for _____ years
_____ Chapter for _____ years
_____ Chapter for _____ years

Date of initial membership: _____

- I have completed ____ semesters or trimesters of FCS classes (*junior and senior high school*)
- I have completed ____ Power of One units
- I have held the following offices or responsibilities in FCCLA:

Chapter _____

District _____

State _____

- Other FCCLA leadership activities (e.g., Cluster and national leadership conferences, special projects, Power of One)

- Other school leadership activities or community involvement _____

TRANSCRIPT RELEASE PARENTAL AGREEMENT**State Officer Candidate** _____

Candidates must submit their current school transcript as part of their candidate application, and agrees to submit their transcript at every quarter/trimester/semester grading period during their term. By signing this form, you are agreeing to the release of the above named candidate's school transcript to FCCLA.

Parent(s) or legal guardian(s):

Parent/Guardian Signature _____ Date _____

Printed Name _____

Parent/Guardian Signature _____ Date _____

Printed Name _____

PHOTOGRAPHY & WEBSITE CONSENT AND RELEASE AGREEMENT

I hereby give Idaho Family, Career and Community Leaders of America (FCCLA) the absolute right and permission to photograph _____. I hereby grant to Idaho FCCLA all rights to reproduce and disseminate such photographs and images, in whole or in part, or altered in character or form, that will be used by the Idaho FCCLA in conjunction with presentations, programs and publications.

I further grant Idaho FCCLA all rights to make further reproductions of such pictures and images through any media, for educational purposes, art, entertainment, advertising of, and internal use for other lawful purposes. I also grant to FCCLA the right to copyright such pictures and images in its own name or to publish, to market, and to assign without compensation or report to me.

I hereby waive the rights or interests that I may have in the pictures or images, including any rights to inspect and/or approve the finished photographs and images or the use of which it may be applied so long as its use shall be lawful.

I expressly release Idaho FCCLA, their agents, employees, licensees and assigns from and against any and all claims which I have or may have for invasion of privacy, defamation or any other case of action arising out of the production, distribution, publication, and exhibition of the photographs and images.

Attendee/Guardian Signature _____ Date _____

SOC Signature _____ Date _____

STATE OFFICER CANDIDATE

I certify that I am an active member in good standing of the (*district name:*) _____ Chapter of Idaho Family, Career and Community Leaders of America.

I certify that to the best of my knowledge, all information submitted in this application is accurate and correct.

Date Candidate's name (*please print*) Candidate's Signature

STATE OFFICER CANDIDATE PARENT

Please Initial

_____ I understand read and the responsibilities of the state officer. My son/daughter has my permission and support for an FCCLA state officer position.

_____ I understand this contract applies to the 2016-2017 office term.

Parent/Guardian Signature _____ Date _____

Printed Name _____ Cell Phone _____

Address _____



State Officer Code of Conduct and CONTRACT

Due MARCH 16th

As a State Officer of the Idaho Association of the National FCCLA Organization, I recognize that I will be representing all Idaho FCCLA members. My conduct is a model for all members. While I am a State Officer, I will meet with individual members, local chapters, school administrators, business representatives, community, state and national government officials and other "friends of FCCLA." I recognize that I am a key person in planning and carrying out FCCLA activities in various capacities at local, district and state levels. I am aware of the added responsibility that accompanies being a State Officer and I agree to adopt the following rules and regulations as the standards for my personal behavior throughout my term of office.

1. I will attend all mandatory meetings as outlined in the [officer obligation](#) document on [page 1](#) of this registration packet.
2. I will at all times respect all public and private property. I will spend each night in the room of the hotel/motel to which I am assigned.
3. I will refrain from behaviors that put Idaho FCCLA in a negative light.
4. I will strictly abide by the curfew established, retire to my assigned room and respect the rights of others by being as quiet as possible after curfew. I will observe common sense precautions: keeping hotel doors locked, opening them only to persons I know, maintaining a "buddy" system so as not to be alone in potentially risky situations.
5. I will not use, purchase or have in my possession any kind of tobacco, alcoholic beverages or drugs.
6. I will keep my designated adviser informed of my whereabouts at all times.
7. I will attend **ALL** General Sessions and other activities for which I am assigned and registered, unless excused by the State Adviser or Coordinator. I will show respect for speakers and officers by avoiding disruptive behavior and noises during meetings such as talking, texting and use of electronic devices, and leaving the session before it is over, etc.
8. I will dress appropriately at all times, wearing my Idaho FCCLA officer uniform at all official conference activities or as specified by the State Adviser or Coordinator. I will wear the approved name badge to activities. Jeans, sweats, shorts, and exercise clothing are not appropriate at any time while carrying out official officer duties.
9. I will recognize the rights and comforts of others with respect to noise, language and general conduct.
10. I will recognize and respect the authority of all advisers, supervisors and group leaders. I will maintain a cooperative attitude.
11. I will be on time for all sessions, events and practices. I will take adequate time to prepare for all meetings and activities, observing deadlines in completion of assignments.
12. I will fulfill the responsibilities of my office and meet my obligations to FCCLA members at the local, district, and state level.
13. I will cooperate and communicate frequently and regularly with my local, district, and state advisers and follow their direction and guidance in fulfilling my responsibilities.
14. I will not knowingly operate in a manner that is contrary to the best interests of Idaho FCCLA.
15. I will not drive to an FCCLA District or State function without prior permission from my parents, adviser and school district personnel.
16. I will model the ideals of FCCLA throughout my term in office. I will avoid participation in and actively discourage any conversations or actions which belittle or downgrade fellow members, officers, and/or adults. I will be appropriate in person and with social media. I will maintain dignity while being personable, concerned and interested in fellow members. I will behave in a manner which conveys and commands respect without any air of superiority.

STATE OFFICER CANDIDATE

I have read the rules and regulations. I understand that any infraction of these rules will be sufficient cause for disciplinary action. I will be held accountable to the State Adviser, Coordinator and/or the Board of Directors of Idaho FCCLA. I recognize the authority of the State Adviser, Coordinator and Board of Directors to assess violations of the terms of this agreement. I understand that infractions of these rules and regulations may result in my being removed from office. Additionally, during state, national or regional meetings or other activities which require travel I understand that any infraction will be sufficient cause for my participation in the conference to be terminated and for me to be sent home at my own expense and reimburse the association for expenses incurred on my behalf.

I understand the communication between Idaho FCCLA, parents, and school personnel are a key factor in each state officer's success. Idaho FCCLA will contact officers as needed, related to school conduct and grade concerns, during the course of the state officer term.

FCCLA Member's Name (printed)

Date

FCCLA Member's Signature

STATE OFFICER CANDIDATE PARENT

I have read the State Officer Code of Conduct and CONTRACT and agree that should infractions cause this officer to be sent home, it will be at the expense of the officer/parent(s).

Home Telephone Number

Parent/Guardian Name (printed)

Work Telephone Number

Parent/Guardian Signature

Cell Phone Number

Date



State and National Officer Candidate: Adviser's Nomination and Commitment

Due MARCH 16th

The candidate's Chapter Adviser is to complete and submit this form. Use this form ONLY.

☐ State Officer Candidate ☐ National Officer Candidate

Candidate's Name _____ Age _____ Grade _____

Chapter Name _____ Chapter Number _____

GPA as of spring 2016 _____ Number of affiliated years in FCCLA _____
(Minimum: SOC 2.5; NOC 3.0)

Total number of semesters/trimesters of FCS instruction completed _____
☐ Junior High
☐ Senior High
☐ Both

ADVISER EVALUATION OF CANDIDATE

- Candidate participation in FCCLA chapter current year activities and contribution to Family and Consumer Sciences program.
- Participation at district, state, and national levels(include dates):
- Participation in school and community (list only major activities and organization and include dates):
- **ADVISER ADDITIONAL COMMENTS:** (Use back of form if necessary)

ADVISER COMMITMENT

If my candidate is elected, I will attend all meetings with my State Officer. **I will attend Executive Council in 2016 (dates TBA). I will ensure the state officer will be affiliated by September 1st of their term.** I will be involved in the planning and follow through of district and states event that fall under the responsibility of the elected state officer position. I will meet with my State Officer daily and encourage follow-through of State Officer responsibilities.

FCCLA Chapter Adviser and candidate understand that if elected, both will be encouraged to attend the National Leadership Conference in July.

FCCLA Chapter Adviser _____ Date _____